



JOB DESCRIPTION

Position Title: **Senior Coordinator**

Working Title: **Probation Supervisor**

Class Code: 5311

Exempt

EEO Code: 02

Effective Date: 3/25/98

Major Function

Professional and administrative work responsible for the operation of a satellite Probation Office.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Plans, coordinates and directs the work activities of employees within the County Probation Division, under the supervision of the Probation Manager. Provides training and instruction to assigned employees.

Conducts case reviews to insure proper compliance with court-ordered sanctions. Insures staff is following All County policies and procedures. Identifies problems and provides instructional guidance and training for specific case needs. Conducts follow-up case review within established time frames, and submits a complete case review analysis to the Probation Manager and Probation Officer assigned to the case.

Develops training curriculum and lesson plans, and coordinates training sessions for assigned staff. Conducts training sessions for County Probation Division staff as needed. Coordinates and completes special work projects as assigned by the Probation Manager or as directed.

Initiates and effectively recommends for final approval by the department director for hiring, termination, disciplinary action, commendatory actions, and performance evaluations for assigned employees.

Reviews employment applications and conducts background investigations on prospective employees, as directed by the Probation Manager.

Maintains a good working relationship with other criminal justice agencies. Contacts local officials to solicit support for department programs, and addresses problems of mutual concern.

Supervises the implementation of policy and procedures established by the department or division. Ensures satisfactory delivery of service in compliance with established policy. Prepares monthly fiscal reports and other reports as necessary.

Supervises and maintains a caseload of approximately 75 cases, and insures case compliance within established guidelines.

Conducts assigned investigations as requested, including but not limited to, pre-sentence investigations. Insures all investigations are conducted in a timely and prescribed format.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Through knowledge of the Criminal Justice System and the principles and practices of probation supervision. Considerable knowledge of the principles and practices of management techniques.

Ability to plan, assign, and direct activities of assigned personnel. Ability to establish and maintain an effective working relationship with judges, law enforcement personnel, staff members and court personnel. Ability to exercise good judgment and evaluate situations in making decisions. Ability to communicate effectively both orally and in writing.

Bachelor's Degree in Criminal Justice, Sociology, Psychology or a closely related field and five (5) years' responsible experience in the criminal justice field. Prior supervisory experience is preferred.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.